Project Manager/Mission Manager

TECH BRIEF (T/B) AND MINI-TECH BRIEF (MINI T/B)

START

Schedule T/B
- at recommendation of the Air worthiness and Flight Safety Review Board (AFSRB)
- to close out the project open items or
- to present changes to the plan

Flight Scheduling Office

Schedule T/B (see Note 1)

Project Administrative Support

Notify attendees of T/B schedule (see Note 2)

Objectives:
-to continue safety and technical review processes after the AFSRB has made final recommendations and the flight program has moved into the flight phase
-to ensure project presents goals and plans for peer review
-Update current project goals, plans and risks to Dryden Management Team

Electronically Approved By:
Associate Director

Draft flight request per **DCP-P-009** or **DOP-Y-003** and presentation for the T/B to include:

-review of past flights
-objective of proposed flight or flight block
-flight plan
-configuration changes
-control room operations
-accepted risk list
-mandatory requirements
-open items from AFSRB

Note 1

Schedule through the Flight Scheduling Office.

Technical briefings must be scheduled at least two working days in advance of the proposed flight date

Note 2

Mandatory Attendees

- Project Manager
- Project Pilot
- DFRC Chief Engineer (Chair of T/B Committee)
- Director for Research Engineering
- Director for Flight Operations
- Director for Aerospace projects or Airborne Science as appropriate
- Director, Safety and Mission Assurance
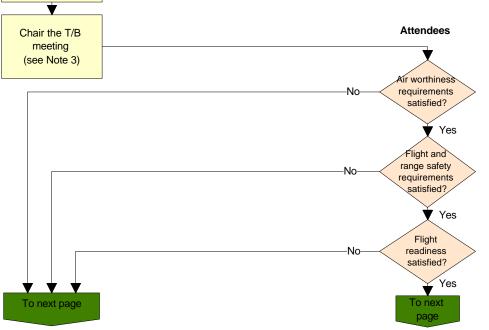- Director for Research Facilities (optional for Airborne Science briefings)
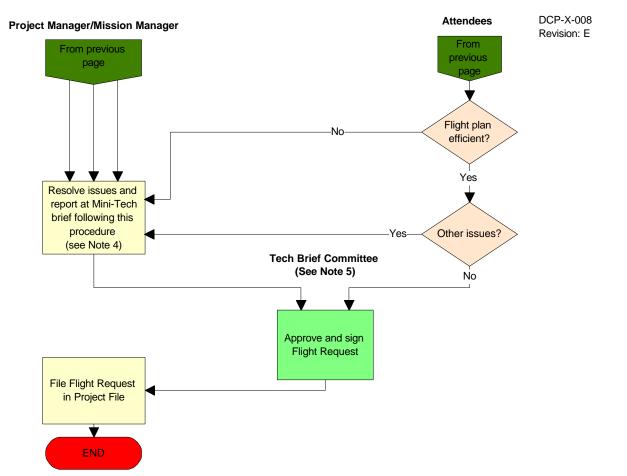
Desired Attendees

- Principal Investigator
- Appropriate discipline representatives/Technical Monitors from Research Engineering

Provide a hard copy of the T/B briefing charts to the attendees and project files

Chair the T/B meeting (see Note 3)

Attendees

Air worthiness requirements satisfied? — No / Yes

Flight and range safety requirements satisfied? — No / Yes

Flight readiness satisfied? — No / Yes

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Project Manager/Mission Manager

Attendees

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Flight plan efficient?

No → Resolve issues and report at Mini-Tech brief following this procedure (see Note 4)

Yes

Other issues?

Yes →

No

Tech Brief Committee (See Note 5)

Approve and sign Flight Request

File Flight Request in Project File

END

Note 3

With Chief Engineer approval a Tech Brief may cover a block of flights

Any changes made to briefed blocks of flights must be stated at Mini-Tech Briefs

Additional envelope expansion requires an additional Tech Brief

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Note 4

- Mini-Tech Briefs may be combined with the Crew Brief
- Used to explain minor anomalies
- Used to brief incremental flight plans

Note 5

Tech Brief Committee refers to concurrence from the following directors (or designated representative):
- Director for Research Engineering, as appropriate
- Director for Flight Operations
- Director for Aerospace Projects or Airborne Science, as appropriate
- Director, Safety and Mission Assurance
- Director for Research Facilities, as appropriate
- DFRC Chief Engineer (Chair)

DOCUMENT HISTORY PAGE

This page is for informational purposes and does
not need to be retained with the document.

DATE APPROVED   ISSUE   PAGE   AMENDMENT DETAILS

1/4/99   Baseline

4/15/99   Rev A   All   Modified signature block from "Approved" to "Electronically Approved by". Separated the responsibilities of the "Technical Support and Coordination Office" to the "Flight Scheduling Office" and the "Project Administrative Support" on page 1. Modified the last block of "Project Manager/Mission Manager" on page 2. Combined last two blocks of "Attendees" on page 2 and moved the responsibility to the "Directors For".

11/17/99   Rev B   1   Revised Note 1 and Note 2.

5/5/00   Rev C   1   Deleted "Each mandatory attendee shall provide the Chief Engineer with a list of 3 acceptable alternates Chief Engineer will publish the list" from Note 2.

7/25/00   Rev D   1   Added "or DOP-Y-003" to block 2 of Project Manager/Mission Manager and modified Note 2.

See IDMS Document Master List   Rev E   All   On page 1: Added "(Chair of T/B Committee)" after "DFRC Chief Engineer" in Note 1and modified Note 2. On page 2: Changed "Directors For" to "Tech Brief Committee" and modified Note 5.